Western Computer Services, Inc.

631 N Last Chance Gulch

Helena MT 59601

Phone: (406) 443-5491

Montana Secretary of State

Room 260, Capitol, P.O. Box 202801

Helena, MT 59620-2801

Phone: (406) 444-2034

Key WESCO Contacts

Project Manager: Sandeep Tandon

Project Manager: Glen Gormely

Key SOS Contacts

Project Manager: James Thomas

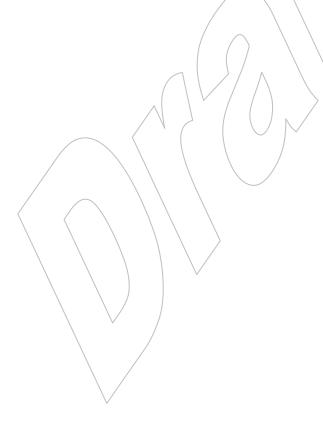**Deputy, Elections & Legislative Bureau:** Elaine Graveley

SOS-SVRS Project Vision

Project Name: Montana HAVA Statewide Voter Registration System

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1. Introduction

1.1. Contract Reference

The vision document is created for the "Montana HAVA Statewide Voter Registration System Requirements Definition SOW Contract Number – SPB-04-838B" for the Secretary of State.

1.2. About this Document

This document describes the vision for the "Montana HAVA Statewide Voter Registration System Requirements Definition". The purpose of the vision document is to define the project goals and scope. A vision document is created at the highest level with a customer focus. The vision helps flesh out the project definition before moving into detailed requirements work.

1.3. Revision History

DATE	VERSION	CONTRIBUTOR	CHANGES
05-Oct-04	0.1	Sujatha Babu	First Draft.
06-Oct-04	0.2	Sujatha Babu	Incorporated comments from internal review.
06-Oct-04	0.3	Sujatha Babu	Incorporated final comments from internal review.
12-Oct-04	0.4	Ryan Weisser	Incorporated review comments from James Thomas per SOS-SVRS Vision Document v0.3.
18-Oct-04	0.5	Ryan Weisser	Incorporated review comments from James Thomas per SOS-SVRS Vision Document v0.4 with comments 10-18.
24-Oct-04	0.6	Ryan Weisser	Incorporated review comments from Brenda Marks per recommendations_10_20_041 with comments.
29-Oct-04	0.7	Ryan Weisser	Incorporated review comments from James Thomas per SOS-SVRS Vision Document v0.6 with additions. Per James' request elaborated on the definition of a vision document above in 1.2.
11-Nov-04	0.8	Ryan Weisser	Incorporate review comments from James Thomas per SOS-SVRS Vision Document v0.7 with additions.doc.
12-Nov-04	0.9	Ryan Weisser	Incorporate review comments from James Thomas per SOS-SVRS Vision Document v0.8 additions.doc.

1.4.   Related Documents

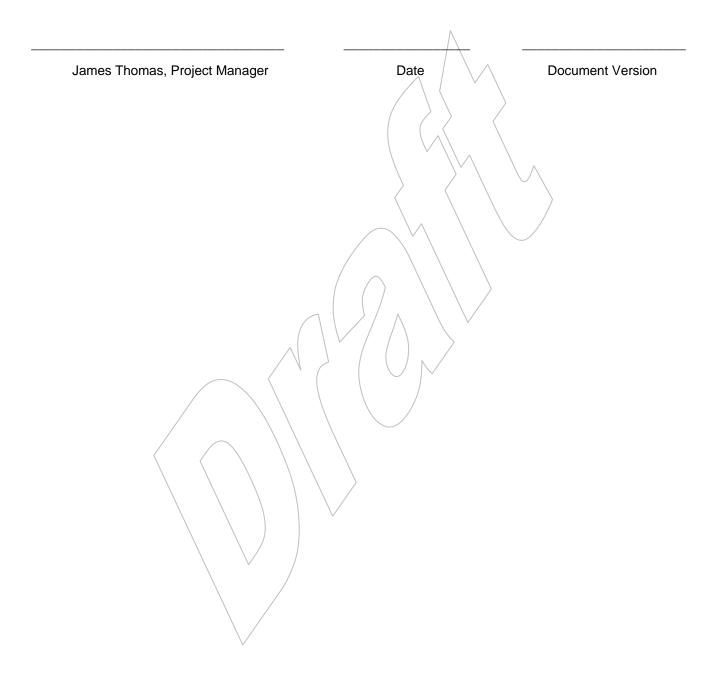| DOC #	TITLE
-	Sec 303 of Help America Vote Act 2002, Oct. 29, 2002 - [H.R. 3295]
-	Chapter 2 and chapter 27 of Title 13 – Election Laws, State of Montana 2003

1.5.   Terms and Acronyms

TERM	DEFINITION
DMV	Department of Motor Vehicles
DCS	Driver Control System
DPHHS	Department of Public Health & Human Services
ETT	Election Technology Taskforce Counties representing the ETT Big Horn, Chouteau, Fergus, Gallatin, Jefferson, Lewis & Clark, Missoula, Pondera, Yellowstone
GIS	Geographic Information System
HAVA	Sec 303 of Help America Vote Act 2002, Oct. 29, 2002 - [H.R. 3295]
MOU	Memorandum of Understanding
SOS	Secretary of State
SVRS	Statewide Voter Registration System
WESCO	Western Computer Services Inc.

1.6.   Approval Signatures

_____   _____   _____

James Thomas, Project Manager   Date   Document Version

2. Project Background

The Montana Secretary of State (SOS) oversees the voter registration and election process. Currently each county maintains an independent list of registered voters within its county. At periodic intervals, the counties send the voter details from their respective county to the Montana SOS's office. The current system does not meet the federal guidelines outlined in section 303 of the Help America Vote Act (HAVA).

The Secretary of State is required to implement a uniform voter registration system for the state of Montana in order to meet the federal guidelines as outlined in HAVA. This system will serve as the voter registration list for the conduct of elections in the state of Montana. The proposed solution, named Statewide Voter Registration System (SVRS), will include a centralized interactive voter database that will form the basis for maintaining information of registered voters. Among other things, SVRS will interface with applications in other departments such as the Department of Motor Vehicles (DMV), the Department of Corrections and the Department of Public Health & Human Services (DPHHS) for validating registered voter information. The information maintained in the proposed application will be used to conduct elections in the state of Montana including federal, state, county, city, municipal, and school districts.

This document details the business needs and objectives for implementing the proposed solution. It also details the tasks that are within and outside the scope of the proposed solution.

The first phase of the SVRS project involves gathering, analyzing and documenting requirements, and making recommendations for the proposed solution. This phase has been detailed in the Statement of Work executed between SOS and Wesco. The information gathered in this first phase will be used in subsequent phases when designing, developing, testing, and deploying the SVRS solution. The subsequent phases have not been detailed out yet. The required implementation date for the proposed solution is January 1, 2006.
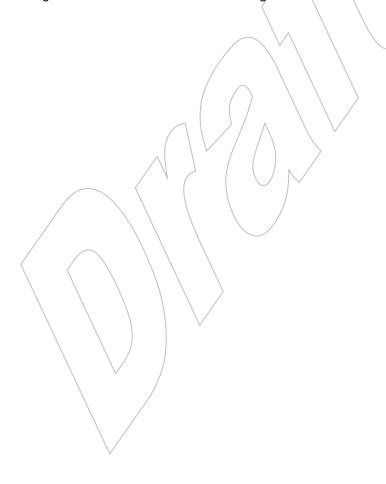
2.1. Current Business Environment

Each county in the state of Montana independently maintains information pertaining to the registered voters in its county. At periodic intervals, the counties send the registered voter details to the SOS office. Since updates only occur one to two times per year the data maintained in the SOS office becomes out dated with the most current information maintained at the county. Also each county maintains its own communication network for transmitting information to SOS.

3. Business Drivers

The business needs behind the project are as follows:

1. Meet the federal guidelines as outlined in section 303 of HAVA.

2. Improve the current voter registration process including

    a. Providing a centralized interactive voter registration database to be used by all counties.
    b. Integrating with other agencies systems for validating voter registration information.
    c. Providing reporting functionality to users.
    d. Storing of scanned voter registration cards in the statewide voter registration system.

3. Improve the voter verification process and ensure integrity of the voter registration data.

4. Improve the process of storing and sharing registered voter information among the counties in the state of Montana through a uniform and centralized voter registration database.

4. Project Objectives

1. The business objectives of the SVRS project are guided by the computerized statewide voter registration list requirements defined in Sec 303 of HAVA:

   "… each State, acting through the chief State election official, shall implement, in a uniform and nondiscriminatory manner, a single, uniform, official, centralized, interactive computerized statewide voter registration list defined, maintained, and administered at the State level that contains the name and registration information of every legally registered voter in the State and assigns a unique identifier to each legally registered voter in the State (in this subsection referred to as the ''computerized list''), and includes the following:

   (i)   The computerized list shall serve as the single system for storing and managing the official list of registered voters throughout the State.

   (ii)   The computerized list contains the name and registration information of every legally registered voter in the State.

   (iii)   Under the computerized list, a unique identifier is assigned to each legally registered voter in the State.

   (iv)   The computerized list shall be coordinated with other agency databases within the State.

   (v)   Any election official in the State, including any local election official, may obtain immediate electronic access to the information contained in the computerized list.

   (vi)   All voter registration information obtained by any local election official in the State shall be electronically entered into the computerized list on an expedited basis at the time the information is provided to the local official.

   (vii)   The chief State election official shall provide such support as may be required so that local election officials are able to enter information as described in clause (vi).

   (viii) The computerized list shall serve as the official voter registration list for the conduct of all elections for Federal office in the State."

2. In addition to the above business objectives the SOS must ensure compliance with Title 13, Chapter 2, – Election Laws of the Montana Code Annotated.

3. The Montana Secretary of State will implement the SVRS project as a single, centralized system that will be utilized by all 56 counties.

5. Target Audience

The target audience for the proposed SVRS application are the direct users of the system and includes:

1. County Clerk & Recorders offices and election administrators in the state of Montana who can view registered voter information for all counties and maintain registered voter information for their respective county.

2. Staff at SOS office, who oversees the election process, can view voter information for all counties.

3. Staff at SOS office who will administer user access.

4. eGovernment portal for the state of Montana.

6. Project Scope

The scope of Phase 1 is to gather and document requirements, perform analysis, identify processes that need to be automated, and make recommendations for the following tasks that need to be performed in order to meet the stated business objectives:

1. Consolidate the current voter data from all counties into the central voter database.

2. Provide a central interactive registered voter database to store registered voter details as required by the voter registration process.

3. Create and maintain the following voter information in the central voter database:

    - Details provided in the voter registration and transfer cards
    - Registered voter status
    - Additional details provided by the voter such as hiding address, poll worker details, etc.
    - Scanned voter registration cards
    - Fire district, school district, hospital district, water & sewer, irrigation, and ward district that the voter has been assigned to as well as any special districts the county may require

4. Receive and validate voter data from the following sources into the central voter database:

    - Information in the motor vehicle licensing database (DCS) to verify voter registration information
    - Information about deceased registered voters from the DPHHS, Vital Statistics
    - Information about incarcerated felons from the Department of Corrections

5. Assign a unique identifier to each legally registered voter in the State.

6. Create and maintain details of the elections and the petitions conducted or to be conducted.

7. Create and maintain details of the elections and petitions that a registered voter has participated in.

8. Provide for absentee ballots that a registered voter requests, including recording an absentee ballot number, tracking date ballot was sent and returned and if the ballot was for military personnel.

9. Generate jury lists for federal, district, justice, and city courts.

10. Protect the sensitivity and security of voter information for individuals who have restricted their information and notified their respective county.

11. Create and maintain the pre-defined templates of documents generated by the application relating to voter registration.

12. Create and maintain pre-defined reports generated by the application relating to:

    - Voter Registration
    - Absentee Ballots
    - County Information
    - Jury Lists
    - Poll Workers
    - Election Maintenance
    - Ballot Types
    - Petition Information

13. Track revisions to the registered voter information.

14. Generating Voter Registration ID Cards and Voter Confirmation Cards

15. Provide for user administration including permissions and security.

16. Ensure application security and data transfer security.

17. Document the usage and processes of SVRS.

18. Conduct SVRS user trainings for all counties and the SOS office that oversees the election process.

19. Document Memorandum of Understandings (MOU) with the various agencies such as DMV, DPHHS and Department of Corrections. This is the responsibility of the SOS office that oversees the election process.

20. Ensure the SVRS design is flexible to allow for future integration with a centralized GIS so that political layers of geographic information can be utilized.

21. Deployment support for counties.

7. Out-Of-Scope Tasks

Out-of-Scope tasks are high-level items that may be assumed to be in the project scope but are not needed to meet the stated project objectives. Listing Out-of-Scope items help to further define and clarify the Project Scope.

The following tasks are determined to be out of the scope of this project:
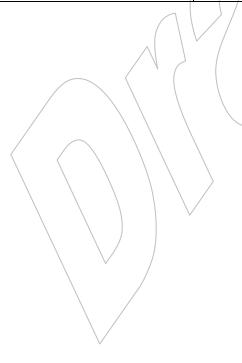
1. DMV, Department of Corrections, and DPHHS accessing data directly from the central voter database.

2. Changes to the application at DMV, Department of Corrections, and DPHHS for validating voter registration information.

3. Real time interface with the polling booth to automatically update the voting details of a registered voter.

4. Management of hardware assets deployed to the counties such as scanners, computers etc.

5. Financial reporting such as cost of printing mailing labels, etc.

6. Functionality and process of the current voter registration applications in the counties that is not related to the voter registration process.

7. Provide access to registered voter information to the general public.

8. Interface with the GIS applications currently available at state and county.

9. Provide GIS functionality.

10. Any interface with the Department of Revenue.

8. Critical Success Factors

#	FACTOR	IMPACT	PREVENTION / REMEDY PLAN
1	Buy-in of the new business processes by all entities that will play a role in them, including the SOS's office, Election Administrators, and the Election Technology Taskforce (ETT).	High	- Ensure representation from all affected user groups in defining business requirements. - Documentation of business requirements and formal approval by the user group representatives.
2	Document Memorandum of Understandings with agencies such as DMV, DPHHS, and Department of Corrections.	High	- Ensure that the SOS office documents the required Memorandum of Understandings.
3	Change in requirements.	High	- Ensure active participation and formal approval by the user group representatives of business requirements. - Implement a change management process.
4	Timely availability of the chosen technical environment.	Medium	- Identify the technical environment required well before the start of development, and procure licenses, hardware and infrastructure changes if needed.

9. Open Items

The following open items need to be resolved by the user groups to determine if any of these tasks fall within the scope of this project:

1. Contingency and disaster recovery plans to be implemented.